

DEPARTMENT OF THE ARMY
Omaha District, Corps of Engineers
6014 U.S. Post Office and Courthouse
Omaha, Nebraska 68102

DM 690-1-531

MROPO-R

Memorandum
No. 690-1-531

22 September 1983

Civilian Personnel
PAY ADMINISTRATION

1. Purpose. To establish a uniform policy for fixing pay of employees where administrative discretion is permitted by Office of Personnel Management, Department of the Army, and Department of Defense Regulations.
2. Applicability. All employees of the Omaha District and serviced organizations.
3. References.
 - a. DoD Manual 1400.20-1-M, Part 1.
 - b. FPM Chapter 531, Subchapter 2.
 - c. FPM Chapter 536.
 - d. FPM Supplement 532-1, Subchapters 8 and 9.
 - e. CPR Supplement 532-1, Subchapter 8.
 - f. FPM Supplement 990-2, Book 531, Subchapter 2.
 - g. FPM Supplement 990-2, Book 536.
 - h. CPR Supplement 990-2, Book 531, Subchapter 2.
 - i. CPC 8, Section IV, 1974.
4. Responsibility. The Omaha District Personnel Office will determine applicable pay rates prior to the time a personnel action is effected consistent with Office of Personnel Management (OPM), Department of Defense, and Department of Army Regulations and the pay fixing policies contained in this memorandum.
5. Definitions.
 - a. Highest Previous Rate means the highest rate of basic pay for General Schedule employees or highest scheduled rate of pay for Wage Grade employees previously paid to an individual while employed in a position within the Federal Government at that rate on a regular tour of duty under an appointment not limited to 90 days or less, or for a continuous period of not

This memorandum supersedes DM 690-1-531 dated 2 February 1982.

less than 90 days under one or more appointments without a break in service. Highest previous rate cannot be based on the agency upgrading of a position previously classified by the OPM in a lower grade, when the OPM subsequently reverses the agency's regrading action. The highest previous rate cannot be based on an appointment as an expert or consultant; or for Wage Grade positions, a rate established above the minimum rate in recognition of special qualifications or for appointments above the minimum rate for jobs in specified hard-to-fill occupations. In addition, when the employee's rate of basic pay (GS) is a special rate established under Section 5303 of Title 5, United States Code, the special rate may not be used as the employee's highest previous rate without the prior approval of the OPM, and then only when

(1) The employee is reassigned to a position for which no special rate, or a lesser rate has been established, and

(2) The head of the agency determines that the need for the services of the employee and contributions to the agency will be greater in the position to which reassigned.

b. Rate of Basic Pay for General Schedule Employees means the rate of pay fixed by law or administrative action for the position held by an employee before any deductions and exclusive of additional pay of any kind.

c. Rate of Scheduled Pay for Wage Grade Employees means the rate of pay fixed by law or administrative action, including a retained rate of pay, for a job held by an employee before any deduction and exclusive of additional pay of any kind.

d. Rate of Basic Pay for Wage Grade Employees means the scheduled rate of pay plus any night or environmental differential. (NOTE: This rate will be determined by obtaining actual hours worked on each night shift, if available; otherwise, the averaging method as set forth in 59 Comp Gen 209 will be used.)

Example: An employee with a scheduled rate of \$9.00 per hour would make \$18,720.00 per year (\$9.00 x 2080 hours).

This employee works a rotating shift of 75 midshifts (75 x 8 hours = 600 hours) and 75 evening shifts.

For the evening shifts, the employee is entitled to a 7-1/2 percent night differential (7-1/2% of \$9.00 = \$.675). Therefore, the evening shift differential can be determined as 600 hours x \$.675, or \$405.00.

For the midshifts, the employee is entitled to a 10 percent differential (10% of \$9.00 = \$.90). Therefore, the midshift differential can be determined as 600 hours x \$.90, or \$540.00.

22 Sep 83

The rate of basic pay would then be the scheduled rate of pay (\$9.00 per hour/\$18,720.00 per year) plus night differentials.

\$18,720.00	scheduled rate
405.00	evening shift differential
540.00	midshift differential
<u>\$19,665.00</u>	<u>rate of basic pay</u>

e. Representative Rate means a rate used to determine the nature of a job change (promotion, change to lower grade, or reassignment) where different kinds of pay schedules are involved, whether in the same or different wage area. A representative rate is the going rate (that is, the fourth step of a grade in a General Schedule (GS) position, and for positions under the Federal Wage System, the rate of the step keyed to the prevailing rate determination; for example, the established rate on a single rate wage schedule or the second rate on a five rate regular wage schedule) of the jobs or grades between which the employee is being changed. If the change is between different wage areas, all determinations concerning the representative rates are based on the scheduled rates for the jobs or grades involved which are in effect on the date of the change in the local wage area to which the employee is being changed.

f. Demotion for Personal Cause means a reduction in grade based on the conduct, character, or unacceptable performance of an employee.

g. Demotion at an Employee's Request means a reduction in grade:

(1) Which is initiated by the employee for his or her benefit, convenience, or personal advantage, including consent to a demotion in lieu of one for personal cause, and

(2) Which is not caused or influenced by a management action.

(Note: When an employee applies for a lower-graded position as a result of solicitation via published vacancy announcements or whose application is retained in the Applicant Supply File for consideration for a lower graded position, it is considered to be at employee's request.)

6. Policy for Fixing Pay Rates.

a. Special pay fixing situations.

(1) Saved Grade/Pay to be administered in accordance with the provisions contained in FPM Chapter 536.

(2) Upon return from military service, overseas service or other service under reemployment rights provisions, the employee's existing rate or

the amount which would have been earned, including within-grade increases, in the position from which the employee's reemployment rights stem, whichever is larger, will be preserved to the maximum extent provided by appropriate regulations.

(3) Upon placement under the overseas rotation or interchange program not involving reemployment rights, employee's existing rate will be preserved to the maximum extent provided by appropriate regulations.

b. If the personnel action does not involve situations set forth in paragraph 6a., pay will be fixed as follows:

(1) Reinstatement. Employees will be paid the current equivalent of their highest previous rate. If that rate falls between two steps of the new grade, the employee will be given the higher step rate. Highest previous rate will be computed and administered in accordance with FPM Chapter 531, Subchapter 2 and FPM Supplement 532-1, Subchapter 8.

(2) Reassignment. Pay will be fixed at the currently held step of the grade, except as follows: Wage Grade employees reassigned to a wage area having a lower rate of pay than their current wage area will retain their current salary if that salary is the same as one of the steps in the grade in the new wage area. If the current salary falls between two steps, the employee will receive the higher step. If the current salary exceeds the maximum salary, the employee will be entitled to salary retention, if eligible; otherwise the employee will receive the maximum rate. If the change is between different pay systems, representative rate criteria will be used to determine whether the action is a reassignment.

(3) Change to Lower Grade. Pay will be fixed at a rate of the lower grade which preserves as much of the employee's pay as possible. If the rate of pay received by the employee prior to the change to lower grade falls between two steps of the new grade, pay will be fixed at the lower of the two steps. If the change is between different pay systems, representative rate will be used to determine whether the action is a change to lower grade. Exceptions to this policy are:

(a) If grade or salary retention applies, see paragraph 6a(1).

(b) For a change to a lower grade from an unlimited promotion held less than 90 days or from a temporary promotion for any length of time, pay will be fixed at a step rate of the lower grade to which the employee would have progressed by within grade increases had the employee not been promoted to a higher grade. In the event an individual has held a series of grades higher than the grade of the position to which the change to lower grade is to be effected, pay will be fixed based on the rate of pay received in the highest grade held for a period of 90 days or more. The lower step will be used if the rate falls between steps.

22 Sep 83

(c) When an employee is promoted to a supervisory or managerial position and the employee is later returned to the grade formerly held because of failure to complete the required probationary period, pay will be fixed at the step rate of the lower grade to which the employee would have progressed by within-grade increases had the employee not been promoted to the higher grade.

(4) Promotion or Transfer to a Higher Grade.

(a) From a GS to GS/WG to WG. Upon promotion or transfer to a higher grade, pay will be set at that rate which takes maximum advantage of the highest previous rate. If the highest previous rate falls between two rates of the grade, pay will be set at the higher rate. If no higher previous rate has been held, then the normal one- or two-step increase will be awarded as provided by appropriate regulation.

(b) From GS to WG. Pay will be fixed at the lowest step of the new position which provides an increase in pay. If there is no rate in the WG position which exceeds the existing rate, or the highest previous rate if applicable, the employee will receive the maximum step of the Wage Grade. Highest previous rate rule applies in converting salary between pay systems.

(c) From GS to WB (Single Rate Series). Pay will be fixed at the current rate of the single rate positions.

(d) From WG to GS. Pay will be fixed at the lowest step of the new position which exceeds the existing rate. Highest previous rate rule, as set forth in FPM Supplement 990-2, Book 531, Subchapter 2-2b(f), applies in converting salary between pay systems.

(e) From Wage Board (Single Rate Series) to GS. Pay is computed as follows: The actual rate earned at the time of service as computed on an annual basis (i.e., $\$11.27 \times 2080 = \$23,441.60$ per annum) is compared to the annual rates under the General Schedule as of the time of service to select an equivalent annual rate. When the actual rate is the same as a rate under the General Schedule, the rate under the General Schedule is the equivalent annual rate. When the actual rate is the same as a rate under the General Schedule, and that rate occurs within two or more grades under the General Schedule, the rate which gives the employee the maximum benefit when it is converted, is the equivalent annual rate. (Reference Part 531 of Title 5 - Administrative Personnel, Subchapter 531.203 (c) and (d), and FPM 331, Subchapter 2-4, Position or Appointment Changes a(2) and b.)

(5) Repromotion - GS to GS and WG to WG. For the repromotion of an employee not receiving salary retention and whose reduction in grade was effected for any reason other than cause, the employee's pay will be fixed in the higher grade as set forth in (a) or (b) below, whichever provides the higher rate.

DM 690-1-531
22 Sep 83

(a) Pay will be fixed at that rate which takes maximum advantage of his/her highest previous rate. If the highest previous rate falls between two rates of the grade to which repromoted, pay will be set at the higher step rate, or

(b) The lowest step in the higher grade which provides the equivalent of a normal one- or two-step increase, depending upon whether the position is WG or GS.

(c) The repromotion of an employee receiving salary retention will be administered in accordance with Grade and Pay Retention regulations, FPM Chapter 536 and subsequent regulations.

(d) Personal Cause. For repromotion of any employee whose reduction in grade was for personal cause, the employee's pay in the higher grade will be fixed at the rate which provides the normal one- or two-step increase, depending on whether the position is WG or GS.

(6) Temporary Appointments. Pay will be fixed at the highest previous rate.

7. Effective Date of Pay Fixing Actions. The effective date of an action involving pay fixing will be the first day of the next pay period after the last clearance date on the SF-52, provided the employee has met all eligibility and qualification requirements.

FOR THE COMMANDER:



DAVID L. TALBOTT
LTC, Corps of Engineers
Deputy Commander

DISTRIBUTION:

A(s)
B(s)
E(s)
B(s)-MRD
25 cys-MROPO-R

APPENDIX B**SUPERVISORY REVIEW POSITION
SURVEY METHOD FOR ANNUAL REVIEW OF POSITIONS**

1. Legal Requirement. The legal requirement for the annual review of positions was established by the Supplemental Appropriation Act of 1952, Section 1310(d) which states, in part, as follows:

"From time to time, but at least annually, each executive department and agency shall (1) review all positions which since 1 September 1950, have been created or placed in a higher basic pay level, (2) abolish all such positions which are found to be unnecessary, make such adjustments as may be appropriate in the classification of those positions which are subject to the Classification Act of 1949, as amended, or in the basic pay levels of those positions which are subject to other pay-fixing authority.*****"

2. Supervisory Responsibilities. For purposes of the annual position review, supervisors fall into two categories: "Conducting supervisors" and "reviewing supervisors."

a. "Conducting supervisors" are those designated as being responsible for conducting the actual review of positions in their organizational segment. Normally, the chief of each organizational element functions as the conducting supervisor. Supervisors so designated are not necessarily directly involved in reviewing position descriptions, and discussing descriptions and survey findings with employees. These functions may be accomplished by supervisors who are subordinate to the conducting supervisor.

b. "Reviewing supervisors" are those responsible for approving the survey actions proposed by the conducting supervisors. The supervisor at the next level above the conducting supervisor functions as the reviewing supervisor.

3. Documentation. Three forms are utilized in conducting the annual position review by the Supervisory Review Position Survey Method. These are:

a. DA Form 279, Position Review and Group Action Request List. This form consists of two parts which are the "Position Review List" initiated by the Personnel Office and furnished to conducting supervisors for their use in conducting the survey and recording their determinations; and the "Group Action Request List" used by Personnel Office to record the final results of the survey.

b. DA Form 374WS, Job Description Worksheet for Supervisors. This form is for use by conducting supervisors and reviewing supervisors in furnishing information for new positions and for changing existing positions.

c. MRO Form 1532, Position Request Action. This form is for use in justifying the position action requested and is to be prepared in accordance with Appendix C.

d. SF 52, Request for Personnel Action. SF-52's are to be submitted for all approved position actions indicated on the Group Action Request List at the time the final copy is signed and returned to the Personnel Office. The SF-52 will also be submitted for position actions as outlined in Paragraph 10 of this Appendix.

4. **Position Review List.** Conducting supervisors are furnished two copies of the Position Review List which lists the name of present incumbents, position titles, job numbers, occupational codes, and grades covering each position under their jurisdiction. Positions that have been established or reviewed for content, need, and grade, since the completion of the previous annual position survey will be considered as having been surveyed and no further review need be made unless significant changes are known to have occurred, action on other positions during the course of the survey has an effect on them, or changes are now desired.

5. **Review by Conducting Supervisor.** Upon receipt of the Position Review List, the conducting supervisors should review each position and the position structure under their jurisdiction to determine whether positions are necessary for accomplishment of operations and whether duties are assigned and organized in a manner which provides maximum economy and efficiency of operations consistent with sound position management. As each position is reviewed, the action considered appropriate for the position should be indicated on the Position Review List.

6. **Current Job Description.** All job descriptions should be reviewed to determine whether they accurately describe duties currently assigned to the position. Job descriptions should be indicated as inaccurate only when a significant change has occurred or is desired. This means that it is not necessary to alter descriptions merely to encompass additional tasks which are just "more of the same," and incorporate incidental or occasional work which occupies a relatively small percentage of time or which does not require any essentially different qualifications.

7. **Use of DA Form 374WS.** For all positions marked "No" in the column headed "Job Description Accurate," a DA Form 374WS, Job Description Worksheet for Supervisors, must be prepared and submitted to the Personnel Office with the Position Review List when returned. The DA Form 374WS provides a space to list and describe work assignments, a space (on the reverse side) for explaining various factors of the job which contribute to difficulty and complexity, and a space for describing the supervision exercised over the job.

8. **Discussion with Employee.** Job descriptions and actions taken will be discussed by the conducting supervisor (or his/her designee) with each subordinate employee. The employee will initial the Position Review List in the column headed "Discussed with Employee" to indicate that survey action concerning the employee has been discussed with him/her. The employee's initials do not indicate agreement or disagreement with the action. They indicate only that the discussion has taken place.

9. Review by Position Classification Specialist. Upon return of the position Review List to the Personnel Office, a position classification specialist will select positions for audit in the organization being reviewed. The sample selected will include all positions for which change has been reported, plus a 10 percent random sample of the remaining positions. The position classification specialist will audit the selected positions, interview employees, conduct necessary supervisory checks and clearances, enter the findings on the Position Review List and advise the responsible supervisor of these findings. Using the information provided by the supervisor on the DA Form 374WS, supplemental information, and information obtained during the position audit, the position classification specialist will prepare the necessary job descriptions, classify and evaluate the jobs, and obtain the supervisor's signature, which certifies that the job description is accurate.

10. Action by Reviewing Supervisor. Upon completion of all necessary job evaluations, the position classification specialist completes the Group Action Request List and returns the list to the reviewing supervisor. The reviewing supervisor reviews the list to determine whether actions indicated are those desired and that employees are identified with appropriate job descriptions. If any of the proposed actions are not desired, the supervisor deletes the action from the Group Action Request List by use of the "X" procedure which is explained on the reverse side of the Group Action Request List form. The "X" procedure is to be used only when the proposed action is nullified by material position changes or when the reviewing official desires an action other than the action indicated on the list. *It is not to be used as a means of expressing disagreement with the technical evaluation shown on the form.* When used, an "X" will be inserted in the "X" column to delete the proposed action. SF-52, together with a DA Form 374WS, and a justification statement or MRO Form 1532 will be attached, to indicate and justify the alternate action desired. The reviewing supervisor then signs the Group Action Request List and returns it to the Personnel Office.

11. Informing Employees. It is the responsibility of either the reviewing supervisor or the conducting supervisor to inform employees of the survey results, explaining reasons for survey actions. Assistance of the Personnel Office staff is available if needed in explaining actions resulting from the survey.

APPENDIX C**JUSTIFICATION FOR PROPOSED POSITION ACTIONS**

1. Information Required. MRO Form 1532 for Omaha District elements and DF's for MRD and serviced organizations, will be used to provide full justification for all proposed position actions, except abolishments, and will be sufficient in detail to give a clear, concise explanation of the purpose to be served, and any mission, workload, work method or organizational changes which support and make the proposed action necessary. Possible alternatives will be considered and a determination made as to which position structure action most nearly meets the objective stated in Appendix A. The justification will include a description of the alternatives considered and an explanation giving reasons why alternatives were not selected.

a. When the position action requested is **ESTABLISH** or **CHANGE**, explain why the proposed action is necessary.

(1) Has the workload increased? Explain and describe.

(2) Has the mission changed or has a new mission been assigned? Explain and describe.

(3) What specific projects, activities, and/or services are involved and how do they affect or relate to the proposed position action?

(4) Will the proposed action improve production and/or insure better quality work? If so, explain and describe how.

(5) If the requested action is not approved, how will this affect the timely accomplishment of essential work? Identify the work and explain how it would be affected.

b. When the position action requested is **CONTINUE VACATED POSITION**, show name of last incumbent, date and cause of separation from the position and explain why the position cannot be abolished.

(1) Has consideration been given to distributing the duties among other positions in the organization? Explain why the distribution was not made.

(2) If the requested action is not approved, how will this affect the timely accomplishment of essential work? Identify the work and explain how it would be affected.

c. Requests for continuing a vacated position and changing the position may be combined.

2. Manpower Space Category. Each justification must contain a statement as to whether or not manpower space is available under District subvouchered manpower authorizations, and whether the position is to be designated full-time permanent or other than full-time permanent.

DM 690-1-500

App C

15 Dec 76

3. Concurrences Required. The concurrence of the Chief of the major organizational element in which the proposed position action originates is required. Such concurrence and comments will be made a part of the justification statement. Where appropriate, Chiefs of organizational elements at intermediate levels of the major organizational element also should indicate their concurrence and comments.